

Rules and Conditions of Travel Grant Graduation Ceremony and Alumni Workshop

Travel Bursaries for flight expense

OIST will provide flight expense support to graduates and alumni attending the Graduation Ceremony and Alumni workshop. Half the amount of a round air ticket up to fixed ceiling amount in the chart below can be reimbursed.

Area	Reimbursement up to (Yen)
Japan & Taiwan	15,000
Korea	25,000
China	30,000
Asia	40,000
Africa	95,000
Europe	90,000
Oceania	90,000
Middle East	100,000
North America	80,000
Latin America & the Caribbean	110,000

[Important Note]

1. OIST will not cover any costs for cancellation and/or change fee due to personal reasons.
2. Air ticket to be reimbursed should be the most economical, simple economy class.
3. Travel insurance will not be covered by OIST.
4. If you use LCC:
 - (a) Please use the standard plan for air tickets only, without any accompanying services.
 - (b) Please do not use package plans other than the standard plan, as they may include refunds for points or food and beverage costs. However, one checked baggage (up to 20kg) and a fee for seat selection is allowed.
 - (c) Fees equivalent to upgrades and expenses for eating and drinking are not reimbursable.

Terms of reimbursement

- A) Travelers will purchase air tickets by themselves.
- B) Itinerary should start from the nearest airport to the traveler's home, to Naha airport.
- C) Travelers who receive travel support from OIST will get reimbursed the amount as stipulated above.
- D) Travelers needs to submit the itinerary, the original receipts, and the inbound air tickets for the flight, which are mandatory for the reimbursement.

What you need to submit to Travel and Relocation Team

- ① All original purchase receipts with date of issue
- ② All itinerary (Please send your reservation information along with your receipt after purchasing your ticket to gs-travel@oist.jp)
- ③ Incoming flights - Original used boarding pass from the nearest airport to the traveler's home, to Naha Airport
- ④ Outgoing flights - Certificate of boarding or copy of boarding pass (including e-ticket)
Signed (handwritten signature) document of the copy of the boarding pass (download from [here](#))
Fill out the Guest Registration Form (the form will be sent to you via email)

Only and must be submitted directly to Travel and Relocation Team at Graduate School Counter (Lab 3, Level B).

If the required documents are not submitted, we will not be able to process the reimbursement of your flight.